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Mr. Francis E. Playnes  
Executive Ass'n.  
**CONFIDENTIAL**

\*OGC Has Reviewed\*

4 November 1946

War Agencies Employees Protective Association  
515 22nd Street, N. W.  
Washington, D. C.

Attention: Mr. Stacey K. Beebe  
Secretary-Treasurer

Gentlemen:

25X1A  
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In accordance with recent discussions between Mr. Beebe of the Association and [redacted] of this office, it is understood that the employees of the Central Intelligence Group will be entitled to procure insurance through the Association. It is our further understanding that the following procedure for processing applications for (i) membership in the War Agencies Protective Association (hereinafter called "the Association"), and (ii) Group Life Insurance under the Group Contract issued to the Association by the Equitable Life Assurance Society of the United States (hereinafter called "the Society") has the approval of the Association and the Society.

1. Filing of Applications. All applications made by employees of CIG for membership in the Association and insurance under the Group Contract issued to the Association by the Society shall be filed by the applicant with the Special Funds Section of CIG.

2. Numbering Applications. The Special Funds Section of CIG shall assign an identification number to each application so filed with it, which number shall be entered instead of the applicant's name, in the "Schedule of Members for Registration - Policy No. 7671 under the column headed "Full Name of Member". The schedule shall also show the applicant's date of birth, color, sex, date insurance applied for, and amount of insurance. The beneficiary shall not be indicated on the schedule.

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Mr. Stacey K. Beebe

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Upon execution of the schedule by the Chief, Special Funds Section of CIG, the schedule shall be forwarded to the Association for processing in its regular channels. No further information on the applicant or his designation of beneficiary shall be required by the Association or the Society, except in the event of death of the insured, at which time necessary information will be forwarded for the confidential files of the Association and the Society.

3. Issuance of Certificates. Certificates of insurance, supplied to the CIG by the Society, shall be filled in by the Chief, Special Funds Section of the CIG, showing the insured's name, beneficiary, certificate number, effective date, amount of insurance, and the insured's identification number. The certificate shall be retained by the CIG in its files. In the event of the death of an insured, the certificate will be delivered to the Association, together with a statement from the Director or Assistant Director, CIG, certifying to the death of the insured. It is understood and agreed that such certification shall constitute due proof of the identity of the insured under the certificate.

4. Collection of Premiums. The CIG shall collect premiums due on the certificates held by the CIG hereunder, and shall pay said premiums over to the Association on behalf of the insured.

5. Delivery of Certificates. Delivery of certificates of insurance shall be made by the CIG to the Association only in the event (i) of the death of the insured, or (ii) the insured elects to exercise the conversion privilege provided for in the certificate of insurance. With said exceptions, the control over and disposition of the certificate of insurance shall be solely within the jurisdiction and discretion of the CIG.

If the above is in accordance with your understanding, will you please so indicate by noting your approval, together with the approval of a representative of the Society on the enclosed copy hereof, and return to this office.

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Mr. Stacey K. Beebe

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It is requested that this office be furnished a copy of the Master Contract between the Association and the Society. If sufficient copies are not available in your office for (1) to retain a copy, a photostat copy will be made and the copy furnished by you will be returned.

Sincerely,

25X1A

[REDACTED]

Executive for Personnel  
and Administration

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25X1A

Executive Office Registry✓  
Central Records (2)  
Return to [REDACTED]

- 226 Admin

[REDACTED]

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